

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
April 12, 2010

1. Planning Supervisor, Tony Lee, convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from April 7, 2010
 - c. DHSTPWG Meeting Minutes from March 8, 2010
 - d. NIMS Subcommittee Meeting Minutes from March 9, 2010
 - e. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation Summary
 - f. Delaware Homeland Security Strategy Goals and Objectives
 - g. FY2010 Unfunded Project Descriptions
 - h. FY2010 Homeland Security Grant Program Unfunded Projects
 - i. Homeland Security Investment Impact Synopsis
 - j. FY2010 Homeland Security Grant Program Funded Projects
 - k. Memorandum for Record FY2006-FY2007 Homeland Security Grant Program Status Report
 - l. Funding Reallocation Summary
2. March 8, 2010 minutes were reviewed and approved. (**Motion: Robert Newnam; Second: Mayor Carleton Carey – Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No report. (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Tony Lee) – The Statewide Interoperable Executive Committee (SIEC) met in March. The 700 MHz system is on-schedule. They are finishing up the final products for the Sites on Wheels, mobile communications towers, which will be deployable throughout the state. Invitations and a formal presentation will be forthcoming. Tony will also ask for a static display to be available at DEMA during one of the Working Group meetings. A standardized mutual aid channel template project is being developed and it is being funded through the Communications Grant. There is a tabletop exercise scheduled for June 24, 2010, which will focus on emergency communications outside of the 700/800 MHz system. It will be about emergency communications—backup systems, how cell phones, satellite phones; amateur radios, etc. are used. A Technical Assistance visit from FEMA will be coming a few months after the exercise to explore the data communications spectrum. (**OPEN**)

b. **Subcommittee Reports**

- 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
- 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
- 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
- 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on April 7, 2010. They reviewed the improvement plan for an exercise in Sussex County. Members identified the need for an ICS refresher course. After reviewing the improvement plan, the Committee mandated that agencies requesting funds for exercises would develop a mentoring process for command positions. The Subcommittee approved training requests that were submitted. The next meeting is May 5, 2010 at the Delaware State Fire School. **(OPEN)**
- 5) NIMS Subcommittee (Jim Cabbage, Chairman) –The Committee met on March 9, 2010. During the meeting, Maj. Papili provided an update on the Incident Management Team. The IMT is preparing for May and September drills. The Team is looking into recruiting additional members. NIMSCAST is going well and will start in during April/May, when the final document is sent out. The Committee approved waiving the requirement that the IMT members must have the Command and General Staff course prior to joining the team as long as members attend the course during their membership. The Committee will now only meet three times per year in March, June and October. The next meeting will be June 8, 2010 at 2 pm in the Planning Room (TAC) at DEMA. **(OPEN)**
- 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – No report. Next meeting will be May 4, 2010. **(OPEN)**

c. **Equipment Procurement Process (Tony Lee)** – No report.

d. **State Preparedness Report (SPR) Brief (Jen Dittman)** – 50% of the responses were received back. The team is currently working out the details for a follow up meeting, scheduled for May 3, 2010.

e. **Mobile Command Post Review** – Dave Carpenter brought up the New Castle County request for the mobile command post review. He advised that it was listed as new but should have been listed as a sustained project since it had been completed in previous grant years and is the same as two other projects, which were approved this grant year. He asked if there was funding left that could incorporate the project, which is for \$5,000.00. The Chairman advised there was \$49,380.00 not assigned to projects incorporated within the planning funding for later use. A motion was made to fund the project using \$5,000.00 of the \$49,380.00. **(Motion: Joe Papili; Second: Kurt Reuther— Passed Unanimously)** (CLOSED)

4. New Business:

- a. **IMT Class Requirement Change** – Jim Cabbage made a motion to accept the change in the IMT class requirement. It has already been approved by the T&E Committee and the NIMS Subcommittee. (**Motion: Jim Cabbage; Second: Robert Newnam— Passed Unanimously**) (CLOSED)

- b. **Funding Reallocation**

Tony Lee briefed on five reallocation requests. Four are for FY06 and one is for FY07. Tim Cooper made a motion to approve them as a group. Discussion on the motion occurred: The FY06 grant expires June 30, 2010, but DEMA will request an extension. Allen Metheny asked about the funding stream for the change in Investment One. He was advised that it is cost savings from the satellite phone project being completed. (**Motion: Tim Cooper; Second: Dwayne Day— Passed Unanimously**) (CLOSED)

- c. **State Clearinghouse Local Reallocation** - Tony Lee reported that all local reallocations do not have to go back to the Clearinghouse but all state reallocations do. DEMA will review project reallocations that are jointly funded local/state on a case-by-case process. (CLOSED)

- d. **SAC Report—Investment Impact**

On April 8, 2010, Tony Lee met with the Senior Advisory Committee (SAC) to provide the review of the FY2010 preparedness funding sources. The Homeland Security Grant Program (HSGP), Citizen Corp Program (CCP), Emergency Management Performance Grant (EMPG) and Interoperable Emergency Communications Grant Program (IECGP) were presented for review. The SAC's primary objective is ensure the effective utilization of all available preparedness funding sources in a collaborative manner to support the enhancement of overall State capabilities.

The SAC reviewed the project synopsis of the seven Investments developed for the FY2010 HSGP and after discussion approved the FY2010 HSGP projects. The project synopsis is provided in the handout package. Tony asked that everyone review the Investments in preparation for the grant application submission next week. If there is something significant that should be added or deleted within the Investments, please contact the Discipline Planner to discuss/add the changes. Tony thanked everyone for their participation within the grant development process. He also thanked his team at DEMA for their work on developing the Investments. (CLOSED)

e. Unfunded Projects Review and Prioritization

A discussion took place on the prioritization of unfunded projects. Several options were presented and discussed with the membership of the Working Group deciding to table the prioritization until after the update of the Homeland Security Strategy. The purpose of ranking the projects is to determine project prioritization in case of future unallocated funding. The courts project within the FY2009 HSGP is the only official unfunded project outside of the FY10 grant. Robert Newnam made a motion to table the discussion because the group can't identify priorities if they don't know what the new Homeland Security Strategy Goals and Objectives are. He said that DEMA also needs to develop grant guidelines, about what is considered new, sustained, etc. Tony Lee advised this will be incorporated within the June BSIR reporting process. It should be completed in the July/August timeframe. Dave Carpenter asked for DEMA to identify the Investments for the unfunded projects. **(Motion: Robert Newnam; Second: Dave Carpenter — Passed Unanimously) (OPEN)**

f. FY06/07 Extension Process

Both FY06 and FY07 Grant years have the same end date of June 30, 2010. At the March 2010 Working Group meeting, DEMA was tasked to provide a review of open projects. Tony Lee provided the Working Group with a project status report on the FY06 and FY07 grants, identifying open projects and sub-grants. Open projects are projects that are not in the DEMA procurement queue for purchase or coordination for sub-grant. There is approximately \$860K in FY06 and \$1.7M in FY07 in funding requiring either procurement or sub-grant completion. Tony Lee shared his recommendations made to Director Turner to extend the FY06 and FY07 HSGPs for 180 days (6 months) and to request the Working Group put project owners on notice to complete procurement actions within 45 days of the new extension start date.

Tony provided a message from Director Turner: Director Turner has accepted the recommendation to extend both grants and has tasked the Terrorism Preparedness Section to accomplish the extension request. He has come to the decision of no further grant extensions and to close both grants at the conclusion of the extension period of December 31, 2010, if approved. Several disciplines expressed their inability to complete FY07 grant projects within the December 31st timeline and they discussed that typically, the grant is extended to five years, but closing FY07 in December will only be four years. Tony explained the grant funding is only guarantee during the award period and management through extensions is not prudent. Tony will pass on the concerns to the Director.

The Working Group membership discussed the topic of grant extensions and decided to render a recommendation on the further extension of the FY06 and FY07 grants:

Dave Carpenter made a motion to support no further extensions of the FY06 HSGP past the end date of December 31, 2010. (**Motion: Dave Carpenter; Second: Joe Papili — Passed Unanimously**) (**CLOSED**)

Joe Papili made a motion to support the extension of FY07 HSGP beyond the current requested extension date of December 31, 2010 and to keep the option to extend FY07 in six month intervals. He requested a review of the status of FY07 take place in September/October 2010 to determine if another extension is required. (**Motion: Joe Papili; Second: Dave Carpenter — Passed Unanimously**) (**OPEN**)

g. Open to Floor

- 1) Tony Lee provided insight on the transition within the State to implement First State Financials. He identified the transition will have an impact on sub-grant process, requiring the closing of state agency sub-grants for approximately two months. Local sub-grants will see a short period of time where reimbursements will be delayed. DEMA will provide information and meetings as necessary with sub-grant recipients over the next several weeks. (**CLOSED**)
5. The meeting adjourned at 3 p.m.
6. **Next Meeting—May 10, 2010, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Attendance Roster
April 12, 2010

NAME	AGENCY
Voting Members	
Edward (Tony) Lee	Chairman Pro-Tem
Lt. Malloy	DE National Guard
Mayor Carleton Carey, Sr.	Delaware League of Local Governments
Jim Cabbage	DE Volunteer Firefighter's Association
Joe Papili	Delaware State Police
Kurt Reuther	Police Chiefs Council Representative
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Dwayne Day	Public Works
Absent	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Ellen Mallenfant	DNREC
Absent	Public Safety Communications
Tim Cooper	Emergency Medical Services
Sandra Ennis-Alexander	Cyber Security/Information Technology
Absent	Department of Agriculture
Robert George	Citizens Corps
Working Group Members & Guests	
Grayson Clark	US Attorney's Office
Mike Chionchio	Office of State Fire Marshal
Allen Metheny	Delaware Volunteer Firefighter's Association
James Wright	Delaware Courts
Danielle Hodgeman	Division of Public Health
Darryl Dawson	DSCYF
William Powell	KC Public Works
Reinhold Betschel	KC Public Works
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Jennifer Dittman	Planner
Will Hayes	Planner
Courtney Emerson	Planner
Georgianna Pearce	Administrative Specialist
Tom Yeasted	Technical Assistance Coordinator